



General Assembly

2 October 2020

English only

NOTE ON LOGISTICAL ARRANGEMENTS AND OTHER ORGANIZATIONAL MATTERS FOR THE FIRST COMMITTEE AT THE SEVENTY-FIFTH SESSION OF THE GENERAL ASSEMBLY

Access to the General Assembly Hall for meetings of the Committee

1. In a Note dated 29 September 2020 addressed to the Permanent Missions of Member and Observer States to the United Nations, the Department for General Assembly and Conference Management informed that access to the General Assembly Hall will require a regular delegate's pass and a secondary colour-coded access card. The access cards are transferable strictly among members of a delegation only. It should be noted that access to the General Assembly Hall is limited to Member States, Observer States and the European Union.
2. For that purpose, the Protocol and Liaison Service will proceed as follows:
 - (a) Access to the United Nations premises will require a regular delegate's pass and a secondary colour-coded access card;
 - (b) Every Permanent Mission of a Member or Observer State and the delegation of the European Union will be issued two colour-coded access cards for meetings of the First Committee;
 - (c) It should be noted that, in order to limit the footprint and the number of people on United Nations premises, presence in the General Assembly Hall will be limited to one delegate per delegation;
 - (d) Since presence in the General Assembly Hall needs to be limited to one delegate per delegation, the second colour-coded access card issued for each meeting is to be used solely to facilitate the rotation of the delegates of each delegation during the meeting;
 - (e) Representatives of intergovernmental organizations and other entities who have received a standing invitation to participate as observers in the sessions and the work of the General Assembly will each receive one secondary colour-

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- coded access card for access to the Hall when they will directly address the committee meeting;
3. Colour-coded access cards will be distributed by the Protocol and Liaison Service in Room S-0200.

edeleGATE

4. The edeleGATE is being migrated to a new platform. During the migration process, inscriptions to espeakers are being done through the new platform (edelegate.un.int). All delegates are required to register anew through their focal point in the Missions for access to the new platform.
5. All other functions, including sponsorship and eparticipants, have been activated to be carried out on the legacy platform (delegate.un.int) until further notice. Ongoing notices on developments relating to the platform will be shared with delegations. In the meantime, information including on the latest documentation remains available on the public First Committee site:
<https://www.un.org/en/ga/first/index.shtml>

Estatements

6. In a Note dated 14 August 2020 addressed to the Permanent Missions of Member and Observer States to the United Nations, the Department for General Assembly and Conference Management informed that the PaperSmart portal would be replaced by a dedicated section of the digital version of the Journal of the United Nations entitled “eStatements”. This section will form part of a single-entry digital tool providing access to all information related to meetings. The technically outdated PaperSmart portal was thus decommissioned.
7. To submit electronic versions of their statements, delegations are invited to send a copy (in both PDF and Microsoft Word formats, whenever possible) to **estatemnts@un.org** no later than two hours in advance of delivery. The name of the meeting and the speaker, as well as the agenda item, should be clearly indicated in the subject line of the email and in the heading of the statement.

The statements will remain embargoed until their delivery. Alternatively, when meetings are on site and statements cannot be sent electronically, delegations may bring an unstapled hard copy to the conference officers' desk in the meeting rooms, for scanning and uploading to the digital version of the Journal after the meeting.

8. While the PDF version will be made available to the users of the digital Journal, the Microsoft Word version will be used by translation services when producing official records. If submitters have versions in any other United Nations official languages at their disposal, they are kindly encouraged to also include them in both formats, whenever possible.

Informal consultations

9. In addition to the schedule of informal consultations currently posted on edeleGATE, the Secretariat is managing a limited number of virtual meeting rooms (Webex) for use by delegations. Delegations are invited to contact komatina@un.org for more information on booking a virtual meeting room if needed.

Decisions to be taken by the First Committee at its organizational meeting under "organizational matters"

10. In addition to considering documents A/C.1/75/CRP.1/Rev.1 and CRP.2, the Committee will take a decision on the following proposals as a temporary one-time measure during the extraordinary circumstances imposed by the COVID-19 pandemic recognizing that they would not create a precedent for the work of the Committee:
 - (a) Statements for the General Debate can be delivered in person, in written form or as a pre-recorded submission. Only in-person statements will be included in the Verbatim records. Written submissions (to be sent to 1stcommittee@un.org) clearly stating the type of statement (e.g. the General Debate) will be included in a compendium to be issued as an official document of the Committee, in the language of submission. The Secretariat should be informed at the time of inscription if a pre-recorded statement will be submitted and the statement should be submitted at least two

calendar days before the date of delivery to 1stcommittee@un.org with a copy to request-for-services@un.org clearly stating that it is for the First Committee General Debate.

- (b) Statements on the thematic clusters can be presented in written form for inclusion in the compendium to be issued as an official document of the Committee. The seven clusters on which the Committee has traditionally focused during the thematic phase of its work in previous years are as follows: nuclear weapons; other weapons of mass destruction; outer space (disarmament aspects); conventional weapons; other disarmament measures and international security; regional disarmament and security; and disarmament machinery. Written submissions should be sent to 1stcommittee@un.org clearly stating the type of statement (eg. Thematic discussion on nuclear weapons);
- (c) Statements in the exercise of right of reply to not exceed 5 minutes for the first intervention and 3 minutes for the second. Statements in exercise of right of reply delivered in person will continue to be included in the verbatim records and will continue to be heard at the end of each meeting or at the end of the day if two meetings are scheduled for that given day;
- (d) Statements in exercise of right of reply can also be submitted in written form to 1stcommittee@un.org clearly stating the type of statement (eg. right of reply in the General Debate) to be included in the compendium to be issued as an official document of the Committee. Likewise, it is proposed that when responding to a written submission, rights of reply should be in written form;
- (e) Explanations of vote (EoV) in person be limited to (5) minutes with the option of written submissions. EoVs presented in person will continue to be included in the verbatim record. EoVs presented in written form to 1stcommittee@un.org will be included in the compendium to be issued as an official document of the Committee.
- (f) The deadlines for all written submissions will be according to the following schedule. Written General Debate statements should be submitted to the Secretariat by 23 October, the last day of the Debate. Statements in exercise of the right of reply to submitted General Debate statements should be submitted by 26 October 2020, one working day after the General Debate.

The deadline for statements on the thematic clusters is 30 October, the last day of virtual meetings and the written statements in exercise of the right of reply to these statements is set as 2 November 2020, which will be one working day after the last virtual meeting. All written EOJ submissions should be with the Secretariat by 4 November.

Annex

I. Interpretation requirements related to the pre-recorded video statements

1. Ensure the speaker speaks clearly and at a moderate pace to enable accurate interpretation.
2. When submitting the pre-recorded statement, provide a copy of the text of the statement to estatements@un.org and 1stcommittee@un.org for the interpretation services.
3. For pre-recorded statements in a language other than an official United Nations language, provide an audio recording of the interpretation into one of the United Nations official languages. In addition, provide the text of the statement translated into one of the official languages for the interpretation services.

II. Audiovisual file general guidance for Broadcast and Conferences

4. For file submission video quality preferably:
 - HD resolution of 1920x1080 pixels in an aspect ratio of 16:9.
 - 29.97 frames per second (60 fields), known as 1080i/29.97, top field first; colour subsampled at a ratio of 4:2:2 (8 bits per channel with 10 bits per channel preferred). As is common with MPEG-4 or MOV files.
5. Alternately, file submission video quality as a minimum:
 - HD resolution of 1280x720 pixels in an aspect ratio of 16:9.
 - 30 frames per second (60 fields), known as 720p, top field first; colour subsampled at a ratio of 4:2:2 (8 bits per channel with 10 bits per channel preferred). As is common with MPEG-4 or MOV files.
6. Audio:
 - General recommendation is that material should conform to SMPTE 382M or AES3.
 - The preferred bit depth for audio recording is 24 bits per sample. The minimum bit depth is 16 bits per sample.
 - All audio should be recorded at a minimum sample rate of 48 KHz, although sampling at 96 KHz is encouraged. Recording or digitizing audio using an uncompressed lossless codec, such as WAV-PCM.
 - Sound must be recorded with appropriately placed microphones, giving minimum background noise and without peak distortion.
 - The audio must be free of spurious signals such as clicks, noise, hum and any analogue distortion.
 - The audio must be reasonably continuous and smoothly mixed and edited. Audio levels must be appropriate to the scene portrayed and dynamic range must not be excessive. They must be suitable for the whole range of domestic listening situations.
 - Surround and stereo audio must be appropriately balanced and free from phase differences.
 - The audio must not show dynamic and/or frequency response artefacts due to the action of noise reduction or low bit rate coding systems.
 - If possible, please include closed captions (subtitles) preferably in one of the official languages of the United Nations. Please also provide a copy of the translated text.
7. Metadata:
 - Metadata should conform to NewsML-G2 2.28.